

JOB POSTING - EXTERNAL

Position:	Clerk III – Development Services	Date of Posting:	6-Oct-2025
Department:	Development Services	Closing Date:	17-Oct-2025
Job Type:	Temporary Full-time	Employment Type:	UNION – CUPE Local 105
Hourly Wage:	\$37.90/HR	Expected Start:	Immediately

The City of Prince Rupert respectfully acknowledges that we live and work on the traditional and unceded territories of the Ts'msyen and Sm'algyax-speaking peoples. We offer gratitude to the people who have lived on these lands since time immemorial.

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact Antonio Vera, Senior Human Resources Manager, at (250)627-2898 or via email at HR@princerupert.ca.

This role reports to the Customer Service Manager and focuses on helping the public while handling a mix of office tasks and clerical duties. It's perfect for someone who's organized, trustworthy, and enjoys working in a fast-paced environment. You'll be juggling multiple priorities, interacting with people, and making smart decisions based on City policies and regulations. If you're a self-starter who thrives on variety and values teamwork, this could be a great fit!

What you'll do...

This administrative role involves front-line customer service, clerical support, and coordination duties within a municipal office setting.

- Provide cashiering services and handle customer inquiries via multiple channels.
- Process mail and direct customers to appropriate departments.
- Maintain filing systems and complete various permit and license applications.
- Perform general office tasks including typing, data entry, spreadsheets, and statistics.
- Schedule meetings, prepare agendas and minutes, and manage supply inventory.
- Handle timesheet reporting and financial reconciliations.
- Offer guidance on regulations, policies, and procedures.
- Ensure compliance with safety standards.
- Carry out other assigned duties as needed.

What you'll bring...

- Completion of a post-secondary diploma, or current enrollment and active pursuit of a diploma or degree in a relevant field of study i.e. business administration, accounting, payroll practitioner certification, and
- A minimum of 3 years' experience serving in a clerical or administrative role, preferably in municipal or public sector settings, or
- One year of accounting coursework and two years' accounting-related experience in a municipal or public setting.
- Candidates possessing a combination of both education and relevant work experience in public administration, clerical fields, or other related fields may be considered.
- Accurate typing (50 WPM), strong grammar, and advanced formatting skills.
- Skilled in accounting systems and records management.
- Proven organizational, time management, and problem-solving abilities.
- Clear and professional verbal and written communication.
- Professional and courteous interaction with clients and colleagues.
- Self-motivated with strong attention to detail and follow-through on task completion.

Compensation...

- **Wage Rate:** \$37.90 per hour, in accordance with Pay Schedule A of the current CUPE Local 105 Collective Agreement.

What to send our way...

- Your CV or Resume highlighting your education, experience, and skills.
- A cover letter that explains your interest in working in Customer Service.

Please submit ALL documents in PDF format to:

Subject line: Clerk III – Development Services

Email: hr@princerupert.ca

City of Prince Rupert | Human Resources
424 3rd Avenue West, Prince Rupert, BC V8J 1L7
Fax: 250-627-0999

We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.